

DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building, Room 1H & 1I, 127 East Oak Street, Juneau, WI 53039

Date: July 8, 2015

Call to order: The meeting was called to order by Chairman Mattson at 8:32 a.m. with the following members present: **Rodger Mattson, Mark Roesch, Dennis Schmidt; Chester Caine and Tom Nickel**

Also present: Russell Freber, Director of Physical Facilities; Phil McAleer, Assistant Director of Physical Facilities; Mary Kay Westimayer, Administrative Secretary; Jim Mielke, County Administrator; Scott Smith, Chief Deputy

Public Forum: None

Minutes: A motion was made by Chester Caine and seconded by Mark Roesch to approve the minutes of the June 3, 2015 meeting as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

Communications & Committee Member Reports: None

Consider, Discuss and Take Action:

Building for Vehicle Storage and Evidence Storage: Scott Smith, Chief Deputy for Dodge County presented a project for an Evidence Building to be located at the impound lot in Juneau. The building is being designed to allow for future expansion and improvements in order to stay within the initial budgeted amount. Bids for the project will be returned on July 23 with Board action at the August meeting.

Approve Proposal for Consulting Fees for the Administration Building Roof Replacement Project: The Administration Building Roof Replacement project has been included in the 2016 Budget. The roof being considered is the same type of roof that was done on the HDOB with a 30 year warranty. With the board's approval Russ would like to hire Facility Engineering for this project. **A motion** was made by Tom Nickel and seconded by Dennis Schmidt to hire Facility Engineering to develop a bid specification for the Administration Building Roof Replacement Project. Motion Carried.

Windows needing insulation identified during the Air Vapor Project at the Administration Building: The north and east side of the building were identified as needing window insulation. **A motion** was made by Tom Nickel and seconded by Chester Caine to include the cost of insulating the windows in the Air Vapor Project. Motion Carried.

Repair of the A/C compressor at the Administration Building: The a/c compressor at the Administration Building needed to be replaced. The project is complete.

Resolution for Staffing Position: Russ Freber shared with the committee the need for the part time Administrative Secretary position to be changed to a full time position. With the additional hours this support staff position could help the lead mechanics with some of their clerical duties. There is 2016 Budget funding available for this. **A motion** was made by Dennis Schmidt and seconded by Rodger Mattson to approve changing the Administrative Secretary position to full time. Motion Carried.

Fund Transfer between Business Units to fund repairs and fees: More information will be provided at the August meeting concerning transfer of funds between business units within a department.

Gym Lights at the Henry Dodge Office Building: There are funds available from the HDOB A/C project that could be used to replace the lights and air handler at the Henry Dodge Office Building. More information will be provided at the August meeting.

Cooler for the Medical Examiner at the Henry Dodge Office Building: The securing and replacement of the compressor in the cooler, used by the Medical Examiner, will be funded by grant money that is available to Public Health.

Painting doors at the Youth Building at the Fairgrounds: The doors are in need of repair and new locks at the Youth Building. It has been requested that this be done before the Dodge County Fair in August. The UW 4H group use this building and may be willing to help fund the replacement of the doors and locks. The blacktopping will also be completed before the fair.

Dodge County Cemetery Items: Funding for this project will be added to the upcoming budget. The memorial will be constructed first and then the headstones will be replaced with markers that can be set into the ground. This would be a long term solution for the care of this site.

Report & Consider Maintenance Operations & Projects:

Russ Freber updated the committee on the projects at the different locations.

Administration Building

The Air Vapor Project is complete and we are expecting to see a savings in utilities for the Administration Building. The building is showing signs of being out of balance making some areas colder/hotter than other areas. We will need to work on this.

HDOB

Daikin Air Conditioning Unit has been purchased for the Henry Dodge Office Building. Delivery is expected on August 22. Bids are going out on Friday for installation of this unit. There is an expected energy savings with the installation of this unit.

Smoking Area at the HDOB has been moved to North of the Building.

Jail

Water Heater Project is continuing. Physical Facilities purchased tools and materials to replace the check valves and expects to have that phase of the project completed by the end of July. At the time of the meeting we are waiting for an expansion tank to be delivered. We will be checking the August figures expecting to see a savings in the water and natural gas usage.

Capital Improvements

Jail Pod Upgrades are being considered for the future. Decisions on the installation of the air conditioning unit will be determined at a future date.

Skid Loader will be purchased based on 2016 Budget approval. We will take part in a continuous trade-in contract in order to keep the equipment under warranty. The tractor will be traded.

Salter will be purchased before winter.

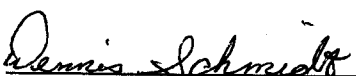
Administration Building Roof Project is in the budget for 2016.

The next meeting is scheduled for Wednesday August 5, 2015 at 8:30 a.m. in Room 1A of the Administration Building

Adjournment:

There being no further business to come before this committee, a motion was made by Dennis Schmidt and seconded by Tom Nickel to adjourn the July 8, 2015 meeting at 10:15 a.m. Motion Carried.

Respectfully submitted,


Dennis Schmidt, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.